



National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p><b>NQS: 2.2</b></p> <p><b>Regulations: 102AAC, 102AAB</b></p>	<p>Leading and operating department preschool guidelines</p>	<p>ACECQA information sheet – <a href="#">Safe arrival of children [PDF 443 KB]</a></p> <p>ACECQA’s policy and procedures guidelines – <a href="#">Safe arrival of children [PDF 306 KB]</a></p>
<p><b>Responsibilities</b></p>		
<p><b>School principal</b></p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> <li>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</li> </ul>	
<p><b>Preschool supervisor</b></p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.</p> <p>This could include:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	
<p><b>Preschool teacher(s) and educator(s)</b></p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>they are actively involved in the review of this procedure, as required, or at least annually</li> <li>details of this procedure’s review are documented.</li> </ul>	



	<p><b>Instructions</b></p> <p>This document must set out the procedures to be followed by the preschool to ensure the safe arrival of children who travel between the preschool and any other education or early childhood service.</p> <p>This procedure:</p> <ul style="list-style-type: none"> <li>• is only required if one or more preschool children are delivered to, or collected from, the preschool by another children’s service</li> <li>• is necessary as the transition period between services is a time of particular risk for children</li> <li>• is required regardless of the mode of transport used</li> <li>• must be informed by a safe arrival of children risk assessment that manages and minimises the risks to children’s safety, health and wellbeing while they travel/transition between services</li> <li>• must be developed in consultation with the parent(s) of the relevant children.</li> </ul>
<p><b>Contextual information</b></p>	<p>Record a statement that describes the current circumstance(s) in which children are transitioning between preschool and another service(s), for example, Eight of our preschool children attend the YMCA Outside School Hours Care service operating on our school site. Four of these children attend in the mornings and all 8 attend in the afternoons.</p>
<p><b>Communication</b></p>	<p>Record statements describing:</p> <ul style="list-style-type: none"> <li>• the process for collecting and recording information from a parent if their child will be delivered to, or collected from, preschool by another service</li> <li>• the process for a parent to communicate updated or last-minute information, for example, if their child is unwell on a particular day and will be absent</li> <li>• the communication arrangements between the preschool and other service(s), including:             <ul style="list-style-type: none"> <li>— contact details for the other service(s)</li> <li>— how the child(ren)’s non-attendance on a particular day will be communicated between the preschool and other service.</li> </ul> </li> <li>• how this procedure will be shared with the parent(s) of child(ren) whose safe arrival it relates to</li> <li>• how this procedure will be communicated to all staff</li> <li>• how information contained in this procedure as well as who or which service a parent authorises to collect their child will be communicated to all staff, including relieving or casual staff.</li> </ul>
<p><b>Arrival</b></p>	<p>Record statements describing:</p> <p>who is responsible for the child/ren while they are travelling/transitioning to preschool</p> <ul style="list-style-type: none"> <li>• the process for the child/ren to enter the preschool, for example, The YMCA educator brings the children to the side gate where they are met by the preschool SLSO who carries the arrivals and departures register. The YMCA educator signs the children in. The preschool SLSO confirms by head count that the number of children signed in are the number arriving and takes responsibility for the children.</li> <li>• the process for ‘handing over’ any children’s individual medications, if required.</li> </ul>



<p><b>Departure</b></p>	<p>Record statements describing:</p> <ul style="list-style-type: none"> <li>• who will sign the child(ren) out of the preschool and take responsibility for them (note, this person or service must have been authorised to do so by the child’s parent)</li> <li>• the process for the child to exit the preschool, for example, The family daycare educator will follow the same process as all other collectors, arriving at the front gate and signing the child out of the preschool.</li> <li>• the steps that will be followed to confirm the child(ren) have arrived at the other service, applicable in circumstances such as a child collected and transported by a private transport service to an Early Intervention class at another school</li> <li>• how the preschool will confirm the identity of the collector(s), for example, photo ID or by their service name badge or uniform.</li> </ul>
<p><b>Written parent authorisation</b></p>	<p>Record statements describing:</p> <ul style="list-style-type: none"> <li>• the process for collecting parent authorisation for their child to be collected by the other service (note, this can be on a separate form developed locally and does not have to be collected in the enrolment form)</li> <li>• the process for placing a copy of the parent authorisation in the child’s enrolment record</li> </ul> <p>Note, if it is an Outside Hours School Service collecting a child(ren), with several different educators, these people do not need to be referred to by name in the parent's written authorisation, but as educators or staff generally. In this case, the contact details of the service are included, rather than the contact and personal details of each educator.</p>
<p><b>If the child is missing or cannot be accounted for</b></p>	<p>Record statements describing:</p> <ul style="list-style-type: none"> <li>• the steps that will be taken in the situation that the child/ren aren’t delivered to the preschool by the other service as expected</li> <li>• the procedure to be followed if the preschool or other service identify that the child is missing or cannot be accounted for</li> <li>• the steps that will be taken if the other service does not arrive as expected to collect the child(ren).</li> </ul>
<p>Record of procedure’s review</p>	
<p><b>Date of review</b></p>	<p>August 30, 2024</p>
<p><b>Who was involved</b></p>	<p>Principal, Preschool Staff, Whole-School Staff, Parents</p>
<p><b>Key changes made and reason why</b></p>	<p>Not required at this point in time.</p>
<p><b>Record of communication of significant changes to relevant stakeholders</b></p>	<p>Principal: consultation and email</p> <p>Preschool Staff consultation, discussed at staff meeting and email.</p> <p>Whole School Preschool induction and email</p> <p>Parents: via noticeboard in entrance, school newsletter and seesaw app</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service.</p>

Safe Arrival of Children (NOT REQUIRED AT THIS TIME)

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Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

NOT REQUIRED AT THIS TIME